

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 17-04 **POSITION TITLE:** Personnel Records
Specialist

GRADE: SGT/E-5 **MOS:** 75H20

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: HQ STARC, VAPA, PSB

LOCATION: FT Pickett, Blackstone, VA 23824

OPENING DATE: 23 DECEMBER 2003 **CLOSING DATE:** 23 JANUARY 2004

POC FOR ADDITIONAL INFORMATION: CPT Deborah Hunt, (434)298-6337 or DSN 438-6337 or e-mail Mrs Brenda Ralls at brenda.ralls@va.ngb.army.mil

DUTIES AND RESPONSIBILITIES: Responsible for maintaining and accounting for personnel records. Ensures that 100% accountability for all records. Initiates officer and enlisted personnel records. Process, reviews and corrects NGB form 22 for all personnel. Issues ID cards and updates DEERS. Provides administrative support for all REMOBE and SRP. Perform other duties as assigned.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional enlisted, grade SPC/E-4 through SGT/E-5, who are member of the Virginia Army National Guard. Must be qualified in the following MOS: 75H20. If not MOS qualified, must become MOS qualified within 12 months.

HOW TO APPLY: All interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs (letter of recommendation From Commander for E-4s). If you are a new E-5 and have not yet received an NCOER, you may submit an letter of recommendation from your commander in lieu of the NCOER.
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (DD2807-1 and DD2808 completed within the last 5 years)
5. Photograph in Class A uniform (taken within the last 12 months)

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 17-04

6. Documentation to support all periods of active duty service creditable for retirement. Any of the following may be used **DD Forms 214 or DA Form 1506 or NGB Forms 23A**)

7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position will be revoked.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 23 January 2004. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//

DAVID A. ARCHER

COL, AD, VaARNG

Human Resource Officer